

City of Norfolk

Building Construction Services Division Policy

Policy Admin 05-1

Construction Document Standards

The Virginia Uniform Statewide Building Code states, in part:

111.5.2. Engineering details. The building official may require adequate details of structural, mechanical, plumbing, and electrical work to be filed, including computations, stress diagrams and other essential technical data. All engineering plans and computations shall include the signature and seal of the professional engineer or architect responsible for the design. For buildings more than two stories in height, the building official may

require that plans indicate where floor penetrations will be made for pipes, wires, conduits, and other components of the electrical, mechanical and plumbing systems when required. The construction documents shall show the materials and methods for protecting such openings in order to maintain the required structural integrity, fire-resistance ratings, and firestopping affected by such penetrations.

111.5.3. Construction document review. The building official shall cause to be examined all construction documents, site plans and applications for permits within a reasonable time after filing. If the application, site plan or the construction documents do not conform to the requirements of the USBC the building official shall reject such application in writing, stating the reasons for rejection. Any construction document review comments requiring additional information, engineering details, or stating reasons for rejection of construction documents, shall be made in writing to the permit applicant.

Two copies of plans with professionally developed standards must be submitted for new buildings or their additions and shall meet the following submittal standards. Plans must either bear the seal of an Architect or Engineer licensed in the state of Virginia, or be signed by the individual responsible for the design including his/her occupation and address, per title 54 Code of Virginia. They must be drawn to professional standards in ink or mechanically printed. No hand drawn plans will be accepted for review.

1. Sheet size: Standard sheet: Example: 11" X 17" or 24" X 36".
2. Drawn to scale: 1/4 inch per foot (or an alternate 1/8 inch per foot if acceptable).
3. Plan Presentation:
 - a. Site survey by Registered Land Surveyors.
 - b. Cover sheet:
 - i. Registered Design Professional seal (if provided).
 - c. Foundation Plan*
 - d. Floor Plan*
 - e. Wall, Floor and Roof Framing Plan*
 - f. Shop drawings for trusses or pre-engineered lumber/span load data sheets*
 - g. Exterior Elevation Views*
 - h. Cross Sectional views*
 - i. Standard details* may be used only if pertinent to the condition.

* With sufficient detail
4. Format
 - a. Each page numbered with total number of sheets noted on each plan; (Example 4/9)
 - b. Details called out with standard notation for detail and page; (Example detail D2/9)
5. Specifications as necessary.

Revisions to plans must be professionally changed and not altered with pen or pencil. Changes should be clouded and revisions noted with a key date.